



Standard Operating Procedure Refuse Disposal Division

REFUSE
DISPOSAL
DIVISION

Emergency Procedures

Building and Equipment Fires

1. Attempt to extinguish a small, controlled fire with equipment on site WITHOUT endangering City personnel and equipment.
 ***Note** – Be sure to use the proper extinguisher for the fire.
2. Report any potentially dangerous fire to Station 38 or the Fire Department via 911, providing all information they require (i.e., your name, fire location, type, size, etc.).
3. Keep all unauthorized people away from the area on fire.
4. Report the details of the fire in the *Special Occurrence Log* and, if applicable, complete any accident report forms (see your supervisor for these materials).
5. For evacuation of Ridgeway Court follow Department guidelines.

Environmental Management System (EMS) –ISO 14001

PROCESS MAP #: N/A

Benefit of Compliance to Instruction:

- Employee's safety protected
- Health and safety of public protected
- Minimize damage to public property

Consequence of Non-Compliance to Instruction:

- Injury/ Death to employee
- Injury/ Death to public
- Damage to public property
- Violations and/or fines from Regulatory Agency

Reviewed by: Senior Staff, *Refuse Disposal Division*

Approved by: Steven Fontana, *Deputy Environmental Services Director, Refuse Disposal Division*

The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a "Controlled Copy" stamp (in red) and RDD Deputy Director's signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR.